

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Quarterlies

FROM:

OL/IMSS

EXTENSION

NO.

DATE

22 Apr 86

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/IMSS/OL

4/22

4/22

ATZ

2.

3.

AEO/OL

4/22

4/22

KY

4.

EO/OL

4/22

W

5.

DD/L

22/4

6.

D/L

7.

8.

9.

C/IMSS/OL

5/5

5/5

ATZ

10.

EDIE

11.

MAZIE

5/5

5/5

mmk

12.

13.

14.

15.

DA Mgt Staff, called today to say that Bill Donnelly wants to put the Quarterly presentations on hold for the time being. He "wants to see how things flow" before making a decision.

We're already working on the overview of 2nd Qtr activities; and RECD and [ ] have been alerted to put together presentations on [ ] and the Mar 86 [ ] conference, respectively. If you want to proceed with plans for a D/L Quarterly, we can suggest one or two other agenda topics and go ahead, with the idea of using the same material and speakers later in case we have to set up a DDA Quarterly on short notice.

EDIE

Hank - please  
Go on to go  
ahead with D/L  
Quarterly.

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26 Mar 86

NOTE TO: Lorraine  
Gary  
Dave  
(In Turn)

FROM: Edie

SUBJECT: Topic for Next DDA Quarterly

25X1  
25X1

Hank & John told me this morning that we should plan to include in the next DDA Quarterly (not scheduled yet but probably mid-May) an RECD presentation about [redacted] e.g., where we are, the negotiations, pictures of the [redacted] site, what the developer is saying, ....

25X1

I wanted to let you know so you can be thinking about who you want to give it and have a head start on the preparation. Would you take care of having P&PD make the photos? I'd like to use at least one as a slide for Tony's overview, just to mention that RECD did a lot of work on the [redacted] project during 2nd Qtr and that you'll give Mr. Kerr the details in your separate presentation.

25X1

[redacted]

Edie

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IMSS

**Office of Logistics**  
**Staff Meeting**  
**notes**

Listed below are the topics that were discussed at the D/L staff meetings on 31 January and 14 February 1986. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

20 February 1986

1. The Office of Logistics (OL) wishes to welcome its newest employee, [redacted] assigned to Procurement Division. [redacted]
2. The OL presentation to the DDA on first-quarter FY-86 activities was held on 12 February in the Printing and Photography Building. Mr. Richard Kerr presented the following OL personnel with the Employee of the Quarter Award:



Headquarters Operations, Maintenance and Engineering Division  
Printing and Photography Division  
Procurement Division  
Real Estate and Construction Division  
Central Depot/Supply Division  
Personnel and Training Staff [redacted]

Congratulations to all!!

We wish to thank the following employees for their excellent presentations to the DDA: [redacted] Chief, Information and Management Support Staff (IMSS), who gave an overview of OL activities and accomplishments for the first quarter of FY 86; [redacted] Supply Division (SD), who spoke on the OL support flights, [redacted] Headquarters Operations Maintenance and Engineering Division (HOME), for his presentation on the field support [redacted] Procurement Division, who spoke on trends in Agency contracting activities; and [redacted] Chief, Printing and Photography Division, for his demonstration of the six-color press. Special thanks also go to [redacted] and [redacted] of IMSS for their efforts in making this quarterly a success. [redacted]

3. Two sessions of the Director of Logistics Quarterly are scheduled, one on 4 March 1986, at 1030 hours, in Room 2C19 [redacted] Building and the second on 5 March 1986, at 1330 hours, in the Headquarters Auditorium. This quarterly will be similar to the above-mentioned presentation to the DDA. We encourage as much participation as possible at both sessions. [redacted]



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OL Staff Notes - 14 February 1986

25X1 4. The annual OL Conference is scheduled for 24 and 25 April at [redacted] There will be a "kickoff" session to the conference in the Headquarters Auditorium on the afternoon of 23 April. Details concerning the conference will be announced as they become available. [redacted]

25X1 5. The Office of Training and Education held its first course at [redacted] the week of 10 February. [redacted]

25X1 6. The bar coding system [redacted] has been operational for over a week and working well. Data is being scanned and transmitted from a personal computer through the mainframe system (VM) and to the Inventory Control System for updating purposes. [redacted]

25X1 7. The General Services Administration has sent out the Notice of Contract Award for the enlargement and renovation of the receiving and shipping docks [redacted] Renovation work is expected to begin in early March, with completion anticipated by early fall 1986. [redacted]

25X1 8. The Executive Director of the Institute of the Ironworking Industry has informed the Office of Logistics that the Agency's new Headquarters Building is to receive their "Building of the Year Award." The Institute is composed of 20 representatives from major steel erection companies and bases its awards on the following criteria: quality of design and construction; lasting significance of the structure; architectural-engineering merit; and the use of steel as the building's primary structural system. Buildings that have won this award in the recent past are the Mobile Oil Corporation Headquarters located in Northern Virginia and the Intelsat Headquarters located in suburban Maryland. [redacted]

25X1 9. Carpool applications for the Headquarters compound have been revalidated. Spaces allocated prior to the revalidation were [redacted] carpool and 7 vanpool. This equated to approximately [redacted] employees. The revalidated carpool/vanpool allocations, based on applications received through 7 February, are [redacted] and 10 respectively. This equates to approximately [redacted] employees. [redacted]

25X1 10. The OL standby duty officers for the period beginning 21 February are as follows: [redacted] will serve as senior duty officer; [redacted] HOME; [redacted] P&PD; and [redacted] SD. The 24-hour number for the Allied Service-Call Coordinator for the Headquarters complex is [redacted]

Attachments:

- A. Item of Interest from IMSS
- B. Photo of Employees of the Quarter

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### Item of Interest

#### Survey of OL Information Management Program

In late 1984, the Information Resources Management Division, Office of Information Services (IRMD/OIS) initiated a plan to systematically conduct surveys of the information handling and records management practices of Agency components. These surveys are structured to cover all elements of an information management program. Paper flow, files management, files disposition, filing equipment, machine-readable records, micrographics, forms, information security, and vital records are the major program elements looked at during a survey.

STAT   gives OIS the authority to review the information management program of Agency components to determine its effectiveness and compliance with Federal regulations. Surveys are not conducted to find fault but to recommend changes, if necessary, to improve or simplify existing information management procedures that will help people do their jobs better. Improving these procedures will result in more effective handling and storage of information as well as greater efficiency in the retrieval and usefulness of records holdings. Surveys are conducted by a team consisting of two members of IRMD and at times is augmented by other members for their expertise in a particular area. To gather data, team members interview component personnel in group discussions and conduct on-site observations of office operations. Holding group discussions with 40 to 60 percent of component personnel as a representative mix of clerical, analytical, supervisory and management positions enables the survey team to move swiftly and with minimum disruption of office routine. At the conclusion of the survey, team members will prepare a formal report containing their findings and recommendations for submission to the Director of Logistics.

To date IRMD has completed surveys of the Office of Imagery Analysis (OIA), Office of Information Services (OIS), Office of Research & Development (ORD), the Denver Recruitment Office, Office of Scientific and Weapons Research (OSWR), Office of Legislative Liaison (OLL), and is currently surveying OC. OIS's ultimate goal is to have a staff large enough to form a team of records professionals to visit components that have been surveyed and assist them in implementing the changes recommended.

Item of Interest

Survey of OL Information Management Program

OL senior management has met with OIS representatives and plans have been made for a survey of our office to begin in May 1986. In preparation for the survey, OL personnel should be asked to note any specific issues or problem areas in information handling or management that they are experiencing and would like to bring to the attention of the survey team. Previous surveys have encountered problems dealing with weak document control practices, poor filing systems, accumulation of records, lack of files storage space, inability to retrieve records, unnecessary duplication of correspondence and requisitions, use of outdated manual systems, creation of unofficial forms, incompatible filing equipment, etc. These problems are compounded where component personnel are unaware of their records responsibilities or uninformed about the Agency records program and how it can serve them.

STAT   Chief, Information and Management Support Staff will be OL's point of contact with the survey team and coordinate its efforts with OL components.

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*Office of Logistics*

*Employees  
of the Quarter*

*Awards Ceremony*

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